

ADMINISTRATIVE SERVICES
DEPARTMENT 1
SUMMARY OF APPROPRIATIONS
Fiscal Year 2002 - 2003

ADMINISTERED BY: Director of Administrative Services

FUNDS	2001-2002		2002-2003	
	Actual	Alloc. Positions	Adopted Budget	Alloc. Positions
GENERAL FUND				
10280 Revenue Services	\$ 268,464	14	\$ 497,007	15
10400 Procurement Services	567,913	9	707,466	9
11040 Management Information Services	3,859,016	44	5,281,696	44
11200 Administration	378,404	10	386,555	10
Subtotal General Fund	\$ 5,073,797	77	\$ 6,872,724	78
INTERNAL SERVICE FUNDS				
02100 Telecommunication Services Fund	\$ 3,941,625	14	\$ 4,438,020	14
06380 Central Services Fund	1,812,028	10	1,926,877	10
Subtotal Internal Service Funds	\$ 5,753,653	24	\$ 6,364,897	24
TOTAL	\$ 10,827,450	101	\$ 13,237,621	102

REVENUE SERVICES

GENERAL FUND 100 — 10280
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 513,365	\$ 567,054	\$ 696,371	\$ 696,371	23%	\$ 696,371
Services & Supplies	\$ 351,954	\$ 348,128	\$ 375,825	\$ 375,825	8%	\$ 375,825
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 188,738	\$ 244,776	\$ 267,133	\$ 267,133	9%	\$ 267,133
Gross Budget	\$ 1,054,057	\$ 1,159,958	\$ 1,339,329	\$ 1,339,329	15%	\$ 1,339,329
Less: Chrgs to Depts	\$ (834,109)	\$ (891,494)	\$ (852,003)	\$ (878,572)	-1%	\$ (842,322)
Net Budget	\$ 219,948	\$ 268,464	\$ 487,326	\$ 460,757	72%	\$ 497,007
Less: Revenues	\$ (421,506)	\$ (477,531)	\$ (343,966)	\$ (349,966)	-27%	\$ (349,966)
Net County Cost	\$ (201,558)	\$ (209,067)	\$ 143,360	\$ 110,791	-153%	\$ 147,041
Alloc. Positions	14	15	15	15	0%	15

Mission and Major Programs

To provide professional billing and collection services, resources and expertise to the County to maximize potential revenues at a lower cost than departments can achieve through their own efforts; and to derive the advantages and economies resulting from a centralized activity and function.

To accomplish this mission, the department has identified the following major program service effort, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT		2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1.	Centralized Billing And Collection Services	\$1,233,679	15.00	\$1,339,328	15.00	\$105,649	0.00
GROSS BUDGET TOTAL		\$1,233,679	15.00	\$1,339,329	15.00	\$105,649	0.00

Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	No. of Times Accounts Worked Per Year for Collections	QNTY	146,200	148,100	148,500	\$669,664	7.00
	Cost per Collection Account Effort	Dollars	\$3.60	\$3.99	\$4.51		

REVENUE SERVICES 100 - 10280

Recommended Expenditures

Recommended expenditures have increased due to approved cost-of-living and merit increases for salaries and benefits and full-year funding for one position added in FY 2001-02. These increases have been partially offset by a decrease in charges from the Administrative Division, and reductions in extra help and overtime costs. Recommended services and supplies have increased for Franchise Tax Board collection charges, credit card fees, computer purchases, printing, postage and communications.

Recommended Cost Transfers and Revenues

This budget will charge the Transit Occupancy Tax (TOT) Fund, the Public Safety Fund and the General Fund for collection services. The Division is authorized to deduct a percentage of revenues distributed to these funds for its estimated cost of collection, and also receives miscellaneous revenue and direct revenue from court fees.

Revenue Services collects general county revenues of transient occupancy taxes (TOT) and franchise fees from public utilities, and other revenues that are credited directly to the originating departments. In FY 2000-01, the division collected over \$4.5 million dollars from court fines, fees and other delinquent accounts, and this amount is expected to increase to \$5.0 million dollars for FY 2001-02. Finally, the division will be reimbursed for any additional costs incurred through collecting court revenues in excess of the budgeted amounts.

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

Reimbursement from internal charges was reduced to correspond with decreased service requests (\$36,250).

Revenue Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10280

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	7,783	7,825	9,600	9,600	9,600
1002 Salaries and Wages	379,783	413,356	486,592	486,592	486,592
1003 Extra Help	10,875	2,890			
1005 Overtime & Call Back	4,312	795	4,200	4,200	4,200
1006 Sick Leave Payoff		11,195			
1007 Comp for Absence-Illness	3,646				
1300 P.E.R.S.	25,251	27,880	43,561	43,561	43,561
1301 F.I.C.A.	30,030	32,337	38,280	38,280	38,280
1310 Employee Group Ins	46,269	64,744	102,029	102,029	102,029
1315 Workers Comp Insurance	5,416	6,032	12,109	12,109	12,109
Total Salaries & Benefits	513,365	567,054	696,371	696,371	696,371
Services & Supplies					
2020 Clothes & Personal Supplies		292			
2051 Communications - Telephone	19,053	21,080	25,000	25,000	25,000
2140 Gen Liability Ins	2,426	2,411	2,503	2,503	2,503
2290 Maintenance - Equipment	287	903	500	500	500
2439 Membership/Dues	1,030	1,025	1,300	1,300	1,300
2461 Dept Cash Shortage	15	24			
2481 PC Acquisition			20,400	20,400	20,400
2511 Printing	4,523	4,805	6,050	6,050	6,050
2522 Other Supplies		281	700	700	700
2523 Office Supplies & Exp	7,313	8,072	7,500	7,500	7,500
2524 Postage	78,667	77,674	83,600	83,600	83,600
2555 Prof/Spec Svcs - Purchased	138,174	149,351	139,140	139,140	139,140
2561 Legal Services	1,459	405	2,000	2,000	2,000
2701 Publications & Legal Notices	826	639	250	250	250
2709 Rents & Leases - Computer SW	2,625	2,438	2,438	2,438	2,438
2710 Rents & Leases - Equipment		7,185			
2809 Rents and Leases-PC	5,916	4,860	3,300	3,300	3,300
2840 Special Dept Expense	82,060	63,779	70,444	70,444	70,444
2844 Training	3,385	825	5,000	5,000	5,000
2931 Travel & Transportation	2,261	1,715	3,700	3,700	3,700
2941 County Vehicle Mileage	1,934	364	2,000	2,000	2,000
Total Services & Supplies	351,954	348,128	375,825	375,825	375,825
Charges From Departments					
5310 I/T Employee Group Insurance	9,906	10,045	16,399	16,399	16,399
5405 I/T Maintenance - Bldgs & Improvements	1,128	3,732	1,300	1,300	1,300
5550 I/T - Administration	104,972	140,017	159,569	159,569	159,569
5552 I/T - MIS Services	72,732	77,078	89,865	89,865	89,865
5556 I/T - Professional Services		13,854			
5844 I/T Training		50			
Total Charges From Departments	188,738	244,776	267,133	267,133	267,133
Gross Budget	1,054,057	1,159,958	1,339,329	1,339,329	1,339,329
Less: Charges to Departments					
5002 I/T - County General Fund	(685,391)	(755,540)	(703,736)	(729,510)	(693,260)
5004 I/T - Road Fund	(730)	(429)	(359)	(359)	(359)
5009 I/T - County Library Fund	(902)	(1,062)	(783)	(783)	(783)
5011 I/T - Public Safety Fund	(139,650)	(126,853)	(139,515)	(139,515)	(139,515)
5026 I/T - Advertising & Promotion Fund	(7,436)	(7,610)	(7,610)	(8,405)	(8,405)
Total Charges to Departments	(834,109)	(891,494)	(852,003)	(878,572)	(842,322)
Net Budget	219,948	268,464	487,326	460,757	497,007

Revenue Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10280

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Less: Revenues					
6850 Vehicle Code Fines	(1,063)	(1,023)	(900)	(900)	(900)
6856 Other Court Fines		(116)			
6867 Civil Assessmnt 1214.1 PC	(161,896)	(176,544)	(130,000)	(130,000)	(130,000)
6950 Interest	(24,354)	(15,296)	(13,000)	(13,000)	(13,000)
7479 Other Govts-Trial Courts	(898)				
8122 Legal Services	(15,098)	(16,992)	(13,000)	(13,000)	(13,000)
8147 Installment Fees (PC1205)	(180,365)	(221,470)	(157,000)	(163,000)	(163,000)
8193 Other Services	(7,081)	(2,295)	(3,966)	(3,966)	(3,966)
8212 Other General Reimbursement	(17,530)	(38,538)	(24,000)	(24,000)	(24,000)
8761 Insurance Refunds	(1,474)				
8764 Miscellaneous Revenues	(11,747)	(5,257)	(2,100)	(2,100)	(2,100)
Total Revenues	(421,506)	(477,531)	(343,966)	(349,966)	(349,966)
Net County Cost	(201,558)	(209,067)	143,360	110,791	147,041

PROCUREMENT SERVICES

GENERAL FUND 100 — 10400
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 447,936	\$ 507,971	\$ 645,317	\$ 645,317	27%	\$ 645,317
Services & Supplies	\$ 43,402	\$ 45,307	\$ 57,740	\$ 57,740	27%	\$ 57,740
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 14,914	\$ 24,970	\$ 24,464	\$ 24,464	-2%	\$ 24,464
Gross Budget	\$ 506,252	\$ 578,248	\$ 727,521	\$ 727,521	26%	\$ 727,521
Less: Chrgs to Depts	\$ -	\$ (10,335)	\$ (20,055)	\$ (20,055)	94%	\$ (20,055)
Net Budget	\$ 506,252	\$ 567,913	\$ 707,466	\$ 707,466	25%	\$ 707,466
Less: Revenues	\$ (51,253)	\$ (56,340)	\$ (18,863)	\$ (18,863)	-67%	\$ (18,863)
Net County Cost	\$ 454,999	\$ 511,573	\$ 688,603	\$ 688,603	35%	\$ 688,603
Alloc. Positions	9	9	9	9	0%	9

Mission and Major Programs

To provide centralized purchasing of quality equipment, material and services at the maximum cost savings to the County consistent with operational requirements. To serve as the primary contact between the County and vendors. To manage, distribute and dispose of surplus County property. To manage a countywide office supply contract and other consolidated blanket purchase orders and contracts. To manage a countywide credit card program and serve as the primary point of contact between the County, the State of California and the contract bank. To provide technical support and training for the PAS purchasing module used by all County departments.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT	2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1. Centralized Purchasing	\$607,903	9.00	\$727,521	9.00	\$119,618	0.00
GROSS BUDGET TOTAL	\$607,903	9.00	\$727,521	9.00	\$119,618	0.00

PROCUREMENT SERVICES 100 - 10400

Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	No. of Original Purchasing Requests from Departments	QNTY	2,454	2,500	2,500	\$275,441	3.50
	Cost per Request	Dollars	\$82.64	\$83.85	\$110.18		

Recommended Expenditures

Recommended expenditures have increased for salaries and benefit costs and for administrative charges partially offset by decreases in the services and supplies category. An increase in expenditures is recommended in salaries and benefits to backfill the position of Procurement Manager due to the incumbent's retirement in July 2002. In addition, an administrative clerk position that is shared with the Administrative Services Division is now fully funded in this budget with 50% of its cost reimbursed by that division. Expenditures for temporary help and for purchasing forms have decreased slightly from the prior year.

Recommended Cost Transfers and Revenues

This division receives revenue from the sale of surplus County property and from the sale of bid documents requested by contractors. It also charges the Administrative Services division 50% of the cost of an administrative clerk position that is equally shared between the divisions. This division no longer receives reimbursement for staff costs from the Countywide Systems Fund budget due to the completion of projects related to the Performance Accounting System. As a result, the net cost of this budget has increased.

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

None.

Procurement Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 10400

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	1,003	1,055	1,163	1,163	1,163
1002 Salaries and Wages	351,848	395,752	474,286	474,286	474,286
1003 Extra Help	988				
1005 Overtime & Call Back	2,882	51	3,586	3,586	3,586
1300 P.E.R.S.	23,635	27,013	42,139	42,139	42,139
1301 F.I.C.A.	26,844	29,745	36,646	36,646	36,646
1310 Employee Group Ins	35,095	47,709	73,462	73,462	73,462
1315 Workers Comp Insurance	5,641	6,565	14,035	14,035	14,035
1320 Retired Employee Grp Ins		81			
Total Salaries & Benefits	447,936	507,971	645,317	645,317	645,317
Services & Supplies					
2020 Clothes & Personal Supplies		187			
2051 Communications - Telephone	12,495	13,324	14,419	14,419	14,419
2290 Maintenance - Equipment	251	216	687	687	687
2291 Maintenance - Computer Equip	135				
2439 Membership/Dues	956	1,010	758	758	758
2511 Printing	7,040	8,071	7,681	7,681	7,681
2522 Other Supplies	1,162	16	1,000	1,000	1,000
2523 Office Supplies & Exp	3,279	3,683	5,332	5,332	5,332
2524 Postage	8,279	9,048	8,737	8,737	8,737
2555 Prof/Spec Svcs - Purchased			5,000	5,000	5,000
2701 Publications & Legal Notices	1,545	386	197	197	197
2709 Rents & Leases - Computer SW	2,264	2,375	2,375	2,375	2,375
2840 Special Dept Expense	1,035	4,626	2,409	2,409	2,409
2844 Training	2,135	1,692	5,146	5,146	5,146
2931 Travel & Transportation	2,742	561	3,746	3,746	3,746
2941 County Vehicle Mileage	84	112	253	253	253
Total Services & Supplies	43,402	45,307	57,740	57,740	57,740
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvements	35	358			
5550 I/T - Administration	14,829	24,472	24,464	24,464	24,464
5840 I/T Special Dept Expense		90			
5844 I/T Training	50	50			
Total Charges From Departments	14,914	24,970	24,464	24,464	24,464
Gross Budget	506,252	578,248	727,521	727,521	727,521
Less: Charges to Departments					
5002 I/T - County General Fund		(10,335)	(20,055)	(20,055)	(20,055)
Total Charges to Departments		(10,335)	(20,055)	(20,055)	(20,055)
Net Budget	506,252	567,913	707,466	707,466	707,466
Less: Revenues					
7479 Other Govts-Trial Courts	(118)				
8212 Other General Reimbursement	(32,251)	(35,839)			
8218 Forms and Photocopies	(166)	(128)	(203)	(203)	(203)
8753 Other Sales	(18,512)	(18,653)	(16,240)	(16,240)	(16,240)
8764 Miscellaneous Revenues	(206)	(1,720)	(2,420)	(2,420)	(2,420)
Total Revenues	(51,253)	(56,340)	(18,863)	(18,863)	(18,863)
Net County Cost	454,999	511,573	688,603	688,603	688,603

MANAGEMENT INFORMATION SERVICES

GENERAL FUND 100 — 11040
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 2,713,329	\$ 2,880,295	\$ 3,257,339	\$ 3,257,339	13%	\$ 3,482,520
Services & Supplies	\$ 2,344,493	\$ 2,547,853	\$ 3,439,544	\$ 3,382,929	33%	\$ 3,475,659
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ 73,511	\$ 82,514	\$ 45,000	\$ 45,000	-45%	\$ 45,000
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 204,712	\$ 240,049	\$ 221,216	\$ 221,216	-8%	\$ 221,216
Gross Budget	\$ 5,336,045	\$ 5,750,711	\$ 6,963,099	\$ 6,906,484	20%	\$ 7,224,395
Less: Chrgs to Depts	\$ (1,574,808)	\$ (1,891,695)	\$ (1,942,699)	\$ (1,942,699)	3%	\$ (1,942,699)
Net Budget	\$ 3,761,237	\$ 3,859,016	\$ 5,020,400	\$ 4,963,785	29%	\$ 5,281,696
Less: Revenues	\$ (644,475)	\$ (317,883)	\$ (528,121)	\$ (528,121)	66%	\$ (528,121)
Net County Cost	\$ 3,116,762	\$ 3,541,133	\$ 4,492,279	\$ 4,435,664	25%	\$ 4,753,575
Alloc. Positions	44	44	44	44	0%	44

Mission and Major Programs

To operate and maintain the County's management information systems (MIS) network, including all infrastructure components, network operating systems and standard office automation systems, through analysis of customer needs and current and projected capabilities; to satisfy customer business requirements; to provide analysis of network trends; to operate and maintain existing systems individually and as an integrated system; to plan network upgrades; to arrange and manage contractor support to supplement in-house support; and to plan projects in order to bring new and/or replacement systems on-line through integration with other projects and existing systems.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT	2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1. Network And Data Center Operations	\$2,440,317	18.55	\$2,935,579	18.55	\$495,262	0.00
2. Network Maintenance	1,526,020	11.60	1,835,726	11.60	309,706	0.00
3. Network Infrastructure Project And Security	1,120,836	8.52	1,348,309	8.52	227,473	0.00
4. Customer Projects	701,180	5.33	843,484	5.33	142,304	0.00
GROSS BUDGET TOTAL	\$5,788,353	44.00	\$6,963,099	44.00	\$1,174,746	0.00

MANAGEMENT INFORMATION SERVICES 100 - 11040

Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	No. of customer requests for services	QNTY	6,200	7,500	8,600	\$1,321,406	8.35
	Cost per Request	Dollars	\$131.68	\$159.51	\$153.65		
2.	No. of LAN/WAN segments supported	QNTY	700	700	700	\$1,101,436	6.96
	Cost per Unit	Dollars	\$2,332.66	\$1,424.57	\$1,573.48		
3.	No. of hours spent - system implementation for internal projects	QNTY	5,590	5,590	5,590	\$808,669	5.11
	Cost per Hour	Dollars	\$97.37	\$130.97	\$144.66		
4.	No. of hours spent - system implementation for department projects	QNTY	4,220	4,220	4,220	\$674,155	4.26
	Cost per Hour	Dollars	\$114.65	\$144.63	\$159.75		

Recommended Expenditures

Recommended expenditures have increased significantly due to higher software licensing costs, equipment purchases, and lease payment costs for computer servers used countywide. In FY 2002-03, the cost to retain the use of Microsoft application software will increase \$513,000 over the current fiscal year, for a total cost of \$743,000. Microsoft has changed its fee structure for use of its software and for maintenance and upgrades. The increase in the overall MIS budget is partially offset by decreases in charges from the Administrative Services Division.

Recommended expenditures for salaries and benefits have increased due to cost-of-living adjustments, step increases and benefit charges. In addition, expenditures include funding for two network systems analyst positions currently allocated to this budget but not funded in FY 2001-02. The position costs are offset by salary savings from other vacant positions and from charges to the Sheriff and the Telecommunications Division. An increase in overtime is also recommended based on workload requirements.

Approximately 150 replacement PC's will be purchased for County General Fund departments, including MIS, from the Countywide Systems Fund (06240) at a cost of \$255,000.

Fixed Assets

The recommended budget includes \$45,000 to purchase equipment to prevent computer viruses from accessing the County Network through the Internet.

Recommended Cost Transfers and Revenues

MIS will charge State and Federally funded, or subvented, General Fund budgets, the Public Safety Fund and other operating funds for pro-rata share of MIS operational costs, network and mainframe maintenance. In addition, this budget will receive revenue for services to internal service and enterprise funds, outside agencies and requestors for data services. Due to higher licensing costs, network maintenance and charges to other funds have increased.

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

MANAGEMENT INFORMATION SERVICES 100 - 11040

Final Budget Changes from the Proposed Budget

The budget was adjusted to include a rebudget to upgrade the Property System (\$92,730) and for implementation of the information technology personnel study (\$225,181).

Management Info Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11040

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	4,928	5,792	6,614	6,614	6,614
1002 Salaries and Wages	2,086,976	2,231,063	2,462,345	2,462,345	2,687,526
1005 Overtime & Call Back	40,487	79,689	52,656	52,656	52,656
1006 Sick Leave Payoff	47,075				
1007 Comp for Absence-Illness	7,679				
1300 P.E.R.S.	143,420	151,614	217,002	217,002	217,002
1301 F.I.C.A.	164,064	175,115	192,904	192,904	192,904
1310 Employee Group Ins	202,931	219,910	302,115	302,115	302,115
1315 Workers Comp Insurance	15,769	17,112	23,703	23,703	23,703
Total Salaries & Benefits	2,713,329	2,880,295	3,257,339	3,257,339	3,482,520
Services & Supplies					
2020 Clothes & Personal Supplies		872			
2051 Communications - Telephone	110,827	87,455	89,900	89,900	89,900
2054 Telecomm Trunks/Circuits	56				
2273 Parts	86,318	60,010	46,650	46,650	46,650
2290 Maintenance - Equipment	69,118	73,556	189,615	150,000	150,000
2292 Maintenance - Software					8,000
2439 Membership/Dues			750	750	750
2481 PC Acquisition		30,534			
2511 Printing	6,118	2,352	6,450	6,450	6,450
2521 Operating Supplies	488				
2522 Other Supplies	2,724		7,750	7,750	7,750
2523 Office Supplies & Exp	27,614	19,215	31,250	31,250	31,250
2524 Postage	381	226	875	875	875
2555 Prof/Spec Svcs - Purchased	96,189	157,570	228,080	228,080	245,815
2556 Prof/Spec Svcs - County	5,776		14,777	14,777	14,777
2701 Publications & Legal Notices	3,767	181	3,500	3,500	3,500
2709 Rents & Leases - Computer SW	14,512	14,072	14,100	14,100	14,100
2710 Rents & Leases - Equipment	371,468	412,909	511,547	511,547	550,547
2727 Rents & Leases - Bldgs & Impr	19,086		11,250	11,250	11,250
2744 Small Tools & Instruments	196		350	350	350
2809 Rents and Leases-PC	417,605	314,818	282,156	265,156	265,156
2840 Special Dept Expense	1,020,344	1,290,531	1,899,494	1,899,494	1,913,341
2844 Training	55,371	48,373	68,000	68,000	82,148
2931 Travel & Transportation	33,529	33,975	30,000	30,000	30,000
2941 County Vehicle Mileage	3,006	1,204	3,050	3,050	3,050
Total Services & Supplies	2,344,493	2,547,853	3,439,544	3,382,929	3,475,659
Fixed Assets					
4451 Equipment	73,511	82,514	45,000	45,000	45,000
Total Fixed Assets	73,511	82,514	45,000	45,000	45,000
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvements	6,401	3,515	3,148	3,148	3,148
5550 I/T - Administration	187,662	236,534	218,068	218,068	218,068
5556 I/T - Professional Services	10,333				
5840 I/T Special Dept Expense	41				
5844 I/T Training	275				
Total Charges From Departments	204,712	240,049	221,216	221,216	221,216
Gross Budget	5,336,045	5,750,711	6,963,099	6,906,484	7,224,395

Management Info Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11040

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Less: Charges to Departments					
5002 I/T - County General Fund	(473,502)	(654,580)	(603,667)	(603,667)	(603,667)
5004 I/T - Road Fund	(1,684)	(10,190)	(12,145)	(12,145)	(12,145)
5008 I/T - County Office Bldg Fund		(3,249)	(3,763)	(3,763)	(3,763)
5009 I/T - County Library Fund	(1,575)	(3,945)	(3,817)	(3,817)	(3,817)
5011 I/T - Public Safety Fund	(1,064,392)	(1,211,666)	(1,318,113)	(1,318,113)	(1,318,113)
5015 I/T - Comm Services Fund	(1,634)	(1,051)	(1,194)	(1,194)	(1,194)
5022 I/T - Mental Health Fund	(32,021)	(7,014)			
Total Charges to Departments	(1,574,808)	(1,891,695)	(1,942,699)	(1,942,699)	(1,942,699)
Net Budget	3,761,237	3,859,016	5,020,400	4,963,785	5,281,696
Less: Revenues					
7479 Other Govts-Trial Courts	(241,122)				
8114 Data Processing Services	(383,204)	(301,193)	(508,885)	(508,885)	(508,885)
8194 Investment Services	(9,096)	(16,549)	(19,236)	(19,236)	(19,236)
8212 Other General Reimbursement	(100)				
8761 Insurance Refunds	(1,260)				
8762 State Compensation Insurance Refund	(770)				
8764 Miscellaneous Revenues	(8,277)	(115)			
8780 Contributions from Other Funds	(646)	(26)			
Total Revenues	(644,475)	(317,883)	(528,121)	(528,121)	(528,121)
Net County Cost	3,116,762	3,541,133	4,492,279	4,435,664	4,753,575

ADMINISTRATIVE SERVICES

GENERAL FUND 100 —11200
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 585,902	\$ 629,349	\$ 620,983	\$ 620,983	-1%	\$ 620,983
Services & Supplies	\$ 100,572	\$ 125,804	\$ 131,489	\$ 131,489	5%	\$ 131,489
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Fixed Assets	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Chgs from Depts	\$ 19,112	\$ 22,474	\$ 46,184	\$ 46,184	105%	\$ 46,184
Gross Budget	\$ 705,586	\$ 777,627	\$ 798,656	\$ 798,656	3%	\$ 798,656
Less: Chrgs to Depts	\$ (316,583)	\$ (399,223)	\$ (412,101)	\$ (412,101)	3%	\$ (412,101)
Net Budget	\$ 389,003	\$ 378,404	\$ 386,555	\$ 386,555	2%	\$ 386,555
Less: Revenues	\$ (285,208)	\$ (291,529)	\$ (313,465)	\$ (313,465)	8%	\$ (313,465)
Net County Cost	\$ 103,795	\$ 86,875	\$ 73,090	\$ 73,090	-16%	\$ 73,090
Alloc. Positions	10	10	10	10	0%	10

Mission and Major Programs

To manage the Administrative Services Department activities, and to act as liaison and communicate with other agencies, the public and within the County. This division has management responsibility for Central Services, Management Information Services, Procurement Services, Revenue Services, Telecommunications, and the Redevelopment Agency.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT	2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1. Operations Management	\$406,668	5.00	\$362,783	5.00	(\$43,885)	0.00
2. Administrative Support	406,668	5.00	362,783	5.00	(43,885)	0.00
3. General Fund Contributions for Inter-Office Mail & Gen'l. Co. Telecommunications Costs	78,026	0.00	73,091	0.00	(4,935)	0.00
GROSS BUDGET TOTAL	\$891,362	10.00	\$798,656	10.00	(\$92,706)	0.00

Recommended Expenditures

Overall recommended expenditures have decreased, with a significant reduction in salaries and benefits since it will no longer be necessary to fund the retirement backfill for the Deputy Director in FY 2002-03. Increases in services and supplies are recommended for the purchase of six replacement computers, communications costs and charges from the Procurement Division for 50% of the cost of one shared administrative clerk.

ADMINISTRATIVE SERVICES 100 - 11200

Recommended Cost Transfers and Revenues

This budget is reimbursed by other Administrative Services' divisions for support. In addition revenue from Central Services, Telecommunications, the Redevelopment Agency, and other County departments will be received for administrative services to those functions.

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

None.

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11200

Budget Category (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Dept Req 2002-03 (4)	CEO Rec 2002-03 (5)	BOS Adopted 2002-03 (6)
Salaries & Benefits					
1002 Salaries and Wages	474,758	478,981	498,012	498,012	498,012
1003 Extra Help	1,406				
1005 Overtime & Call Back	540	796	6,480	6,480	6,480
1006 Sick Leave Payoff		43,382			
1300 P.E.R.S.	32,197	35,603	43,430	43,430	43,430
1301 F.I.C.A.	33,192	35,301	38,594	38,594	38,594
1310 Employee Group Ins	40,378	31,521	29,725	29,725	29,725
1315 Workers Comp Insurance	3,431	3,765	4,742	4,742	4,742
Total Salaries & Benefits	585,902	629,349	620,983	620,983	620,983
Services & Supplies					
2020 Clothes & Personal Supplies		289			
2051 Communications - Telephone	14,685	14,966	15,500	15,500	15,500
2140 Gen Liability Ins	1,782	1,720	2,003	2,003	2,003
2290 Maintenance - Equipment	306	216	425	425	425
2439 Membership/Dues	235	335	400	400	400
2481 PC Acquisition			10,200	10,200	10,200
2511 Printing	1,957	2,262	2,600	2,600	2,600
2522 Other Supplies		555			
2523 Office Supplies & Exp	4,455	5,427	5,700	5,700	5,700
2524 Postage	167	61	300	300	300
2555 Prof/Spec Svcs - Purchased	691		1,000	1,000	1,000
2701 Publications & Legal Notices	331				
2709 Rents & Leases - Computer SW	2,030	1,991	2,116	2,116	2,116
2809 Rents and Leases-PC	2,839	2,779	3,000	3,000	3,000
2840 Special Dept Expense	307	9,558	500	500	500
2844 Training	754	444	3,037	3,037	3,037
2931 Travel & Transportation	1,182	1,321	6,167	6,167	6,167
2932 Mileage	4,800	5,400	5,400	5,400	5,400
2941 County Vehicle Mileage	76	454	50	50	50
3780 Contrib to Other Funds	63,975	78,026	73,091	73,091	73,091
Total Services & Supplies	100,572	125,804	131,489	131,489	131,489
Charges From Departments					
5310 I/T Employee Group Insurance	13,831	14,688	22,330	22,330	22,330
5405 I/T Maintenance - Bldgs & Improvements	60	207	200	200	200
5552 I/T - MIS Services	5,171	3,108	3,599	3,599	3,599
5556 I/T - Professional Services		4,471	20,055	20,055	20,055
5844 I/T Training	50				
Total Charges From Departments	19,112	22,474	46,184	46,184	46,184
Gross Budget	705,586	777,627	798,656	798,656	798,656
Less: Charges to Departments					
5002 I/T - County General Fund	(312,023)	(393,389)	(407,601)	(407,601)	(407,601)
5011 I/T - Public Safety Fund	(4,560)	(5,834)	(4,500)	(4,500)	(4,500)
Total Charges to Departments	(316,583)	(399,223)	(412,101)	(412,101)	(412,101)
Net Budget	389,003	378,404	386,555	386,555	386,555
Less: Revenues					
8110 Admin Services - Admin Support	(223,062)	(232,261)	(236,282)	(236,282)	(236,282)
8764 Miscellaneous Revenues	(45)				
8782 Contributions from Other Agencies	(62,101)	(59,268)	(77,183)	(77,183)	(77,183)
Total Revenues	(285,208)	(291,529)	(313,465)	(313,465)	(313,465)
Net County Cost	103,795	86,875	73,090	73,090	73,090

TELECOMMUNICATION SERVICES

TELECOMMUNICATION SERVICES FUND 250100 — 02100
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 898,073	\$ 1,016,490	\$ 1,078,916	\$ 1,078,916	6%	\$ 1,166,966
Services & Supplies	\$ 2,784,103	\$ 2,703,108	\$ 3,463,919	\$ 2,963,919	10%	\$ 3,115,054
Other Charges	\$ 208,281	\$ 84,027	\$ -	\$ 140,000	67%	\$ 140,000
Other Financing Uses	\$ 19,568	\$ 138,000	\$ 16,000	\$ 16,000	-88%	\$ 16,000
Chgs from Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Gross Budget	\$ 3,910,025	\$ 3,941,625	\$ 4,558,835	\$ 4,198,835	7%	\$ 4,438,020
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 3,910,025	\$ 3,941,625	\$ 4,558,835	\$ 4,198,835	7%	\$ 4,438,020
Less: Revenues	\$ (4,000,268)	\$ (3,800,347)	\$ (4,123,835)	\$ (4,123,835)	9%	\$ (4,177,883)
Net Operating Cost	\$ (90,243)	\$ 141,278	\$ 435,000	\$ 75,000	-47%	\$ 260,137
Fixed Assets	\$ 659,580	\$ 341,516	\$ 200,000	\$ 200,000	-41%	\$ 548,576
Net County Cost	\$ 569,337	\$ 482,794	\$ 635,000	\$ 275,000	-43.04%	\$ (288,439)
Alloc. Positions	13	14	14	14	0%	14

Mission and Major Programs

To provide planning, development and logistical support of all countywide communications systems.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT		2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1.	Telecommunication Services	\$2,710,690	8.00	\$2,719,334	8.00	\$8,644	0.00
2.	Radio Communication Services	2,033,018	6.00	2,039,501	6.00	6,483	0.00
GROSS BUDGET TOTAL		\$4,743,708	14.00	\$4,758,835	14.00	\$15,127	0.00

Fiscal and Policy Issues

The Administrative Services Department is conducting a study to identify a plan for the replacement and upgrade of the County Radio System, which is a significant project in terms of the scope of the study and the estimated system replacement cost. Ultimately, the radio system will require new frequency bands to accommodate digital technology and funding of \$500,000 for this purchase is included in the Countywide Systems Fund (06240).

TELECOMMUNICATION SERVICES 250100 - 02100

Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	Requests for Telecommunication Services	QNTY	4,305	4,950	5,800	\$1,519,248	4.00
	Cost per Service	Dollars	\$284.37	\$267.81	\$261.94		
2.	Units of Radio Equipment Managed	QNTY	5,800	6,380	6,560	\$867,691	4.00
	Cost per Unit of Radio Equipment	Dollars	\$112.73	\$137.00	\$132.27		

Recommended Expenditures

Expenditures have increased for approved cost-of-living and merit increases in salaries and benefits, payments to various phone companies for the use of their phone trunks and circuits, and charges from Management Information Systems for two staff support positions, all of which are partially offset by a reduction in equipment purchases.

Fixed Assets

Funding of \$200,000 is recommended for the following items:

Radio Repeater – Fire/Medical Response	\$140,000
NEC Telephone Network Upgrade	35,000
Mt. Rose Backup Repeater System	<u>25,000</u>
Total:	\$ 200,000

Recommended funding for the telephone upgrade is part of the equipment replacement plan approved in FY 1999-2000 and the radio repeater will improve and handle increasing call traffic over the primary fire channel. The cost of the radio repeater will be reimbursed by the Western Placer County Joint Powers Authority for fire services and by the Sheriff. Finally, \$16,000 is budgeted as a contribution to the County Fleet for a replacement vehicle for cabling services.

Recommended Cost Transfers and Revenues

This budget receives a General Fund contribution for County Fire Dispatch and Board of Supervisors meetings video taping costs, as well as revenue from cable franchise fees, interest earnings and from charges to County departments and other funds for telecommunications and radio services. The net county cost of this fund will be financed from estimated fund balance carryover (\$275,000).

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

The final budget was adjusted to include rebudgets related to the PCWA Sunset Radio Tower and various other system purchases (\$499,711), and for implementation of a personnel classification study (\$88,050). The increase in appropriations was offset by carryover fund balance, revenue, and cancelled reserves.

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2002-03

County Budget Form
Schedule 10

Fund: 250 County Services Fund
Subfund: 100 Telecommunication Services
Budget Unit: 2100 Telecommunications Service

Operating Detail (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Department Request 2002-03 (4)	Recommended by C.E.O. 2002-03 (5)	Approved Adopted by the Board of Supervisors 2002-03 (6)
Operating Income					
8118 Communciation Services - Tel	3,786,861	3,108,331	3,222,500	3,222,500	3,222,500
8119 Communciation Services - Rad		554,779	745,000	745,000	799,048
8212 Other General Reimbursement	439	563	1,000	1,000	1,000
8779 Contributions from General Fun			36,491	36,491	36,491
Total Operating Income	3,787,300	3,663,673	4,004,991	4,004,991	4,059,039
Operating Expenses					
1002 Salaries and Wages	664,983	759,651	767,562	767,562	855,612
1004 Accr Compensated Leave	(4,523)	2,841			
1005 Overtime & Call Back	53,479	43,535	35,279	35,279	35,279
1300 P.E.R.S.	41,255	47,496	66,963	66,963	66,963
1301 F.I.C.A.	54,241	60,168	61,417	61,417	61,417
1310 Employee Group Ins	71,768	84,502	113,093	113,093	113,093
1315 Workers Comp Insurance	16,870	18,297	34,602	34,602	34,602
2017 Uniforms	2,276	1,232			
2020 Clothes & Personal Supplies		1,992	1,650	1,650	1,650
2051 Communications - Telephone	8,219	13,993	7,000	7,000	7,000
2054 Telecomm Trunks/Circuits	1,128,890	1,102,918	1,118,863	1,118,863	1,118,863
2140 Gen Liability Ins	6,161	6,850	7,264	7,264	7,264
2273 Parts	834				
2290 Maintenance - Equipment	124,661	148,066	178,754	178,754	224,889
2310 Employee Benefits Systems	8,369	11,410	17,899	17,899	17,899
2405 Materials - Bldgs & Impr	35,744	38,501	21,200	21,200	21,200
2439 Membership/Dues	489	429	750	750	750
2481 PC Acquisition		3,731	16,100	16,100	16,100
2511 Printing	2,945	9,624	6,000	6,000	6,000
2521 Operating Supplies	518,743	499,070	442,500	442,500	442,500
2522 Other Supplies	19,961	7,140	6,000	6,000	6,000
2523 Office Supplies & Exp	10,036	12,987	9,640	9,640	9,640
2524 Postage	2,892	4,206	4,500	4,500	4,500
2527 Prof Svcs A-87 Costs	138,000		138,000	138,000	138,000
2550 Administration	154,719	132,019	151,663	151,663	151,663
2555 Prof/Spec Svcs - Purchased	315,990	242,440	228,280	228,280	228,280
2556 Prof/Spec Svcs - County	95,791	69,460	225,664	225,664	225,664
2701 Publications & Legal Notices	3,579	1,321	2,000	2,000	2,000
2709 Rents & Leases - Computer S	9,376	10,866	11,649	11,649	11,649
2710 Rents & Leases - Equipment	29,713	116,649	152,324	152,324	152,324
2727 Rents & Leases - Bldgs & Impr	17,082	33,033	32,250	32,250	32,250
2744 Small Tools & Instruments	10,301	17,416	13,750	13,750	13,750
2770 Fuels & Lubricants		219			
2809 Rents and Leases-PC	13,039	14,821	10,119	10,119	10,119
2840 Special Dept Expense	15,708	62,157	551,500	51,500	156,500
2844 Training	21,276	23,589	24,000	24,000	24,000
2931 Travel & Transportation	18,762	18,477	15,500	15,500	15,500
2941 County Vehicle Mileage	50,515	63,523	55,000	55,000	55,000
2965 Utilities	20,032	34,969	14,100	14,100	14,100
3551 Transfer Out A-87 Costs		138,000			
3701 Equipment Depreciation	206,460	82,206		140,000	140,000
3702 Bldg & Impr Depreciation	1,821	1,821			
3775 Operating Transfer Out	19,568				
3776 Contrib Auto Working Capital			16,000	16,000	16,000
Total Operating Expenses	3,910,025	3,941,625	4,558,835	4,198,835	4,438,020
Net Operating Income (Loss)	(122,725)	(277,952)	(553,844)	(193,844)	(378,981)
Non-Operating Revenue (Expense)					
6770 Franchises	25,000	25,844	25,844	25,844	25,844
6950 Interest	95,091	74,324	85,000	85,000	85,000
7479 Other Govts-Trial Courts	5,076				
8764 Miscellaneous Revenues					

Fund: 250 County Services Fund					
Subfund: 100 Telecommunication Services					
Budget Unit: 2100 Telecommunications Service					
Operating Detail (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Department Request 2002-03 (4)	Recommended by C.E.O. 2002-03 (5)	Approved Adopted by the Board of Supervisors 2002-03 (6)
8779 Contributions from General Fund		36,491			
8780 Contributions from Other Funds	83,809		8,000	8,000	8,000
8782 Contributions from Other Agencies	3,992				
Total Non-Operating Revenue (Expense)	212,968	136,674	118,844	118,844	118,844
Net Income (Loss)	90,243	(141,278)	(435,000)	(75,000)	(260,137)
Fixed Assets					
4151 Buildings & Improvements		74,445			
4451 Equipment	659,580	267,071	200,000	200,000	548,576
Total Fixed Assets	659,580	341,516	200,000	200,000	548,576

CENTRAL SERVICES

CENTRAL SERVICES FUND 250305 — 06380
Richard Colwell, Director of Administrative Services

Budget Category	Actual 2000-01	Actual 2001-02	Department Requested 2002-03	CEO Rec 2002-03	Rec Change %	BOS Adopted 2002-03
Salaries & Benefits	\$ 439,856	\$ 480,541	\$ 558,440	\$ 558,440	16%	\$ 558,440
Services & Supplies	\$ 1,199,636	\$ 1,168,057	\$ 1,329,437	\$ 1,329,437	14%	\$ 1,329,437
Other Charges	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Other Financing Uses	\$ 27,728	\$ 163,430	\$ 15,000	\$ 39,000	-76%	\$ 39,000
Chgs from Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Gross Budget	\$ 1,667,220	\$ 1,812,028	\$ 1,902,877	\$ 1,926,877	6%	\$ 1,926,877
Less: Chrgs to Depts	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Net Budget	\$ 1,667,220	\$ 1,812,028	\$ 1,902,877	\$ 1,926,877	6%	\$ 1,926,877
Less: Revenues	\$ (1,736,196)	\$ (1,733,738)	\$ (1,808,742)	\$ (1,815,742)	5%	\$ (1,839,190)
Net County Cost	\$ (68,976)	\$ 78,290	\$ 94,135	\$ 111,135	42%	\$ 87,687
Fixed Assets	\$ 26,190	\$ 75,868	\$ 17,400	\$ 17,400	-77%	\$ 17,400
Alloc. Positions	10	10	10	10	0%	10

Mission and Major Programs

To provide efficient and economical reprographic, mail and records management services. This includes design and production of off-set printing items, quick copy service for both color and black and white copies, convenience copier service, forms and paper inventory, United States mail service, United Postal Service and inter-office mail service and coordination and standard setting for County records storage and retention.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

MAJOR PROGRAM SERVICE EFFORT		2001-02 APPROP.	ALLOC POS.	2002-03 REQ. BGT.	REQ. POS.	REQ. \$ CHANGE	REQ. POS. CHG.
1.	Printing Services	\$516,615	2.75	\$528,076	2.75	\$11,461	0.00
2.	Quick Copy Services	479,043	2.55	489,671	2.55	10,627	0.00
3.	Mail/Courier Services	469,650	2.50	480,069	2.50	10,419	0.00
4.	Records Management	225,432	1.20	230,433	1.20	5,001	0.00
5.	Convenience Copier Services	46,965	0.25	48,007	0.25	1,042	0.00
6.	Inventory Services	140,895	0.75	144,021	0.75	3,126	0.00
GROSS BUDGET TOTAL		\$1,878,601	10.00	\$1,920,277	10.00	\$41,676	0.00

CENTRAL SERVICES 250305 - 06380

Performance Indicators & Measures

MAJ. PGM. NO.	WORKLOAD/PERFORMANCE INDICATOR & MEASURE	UNIT OF MEAS.	2000-01 PR. YR. ACTUAL	2001-02 CURR. YR. EST.	2002-03 REQ. BGT. EST.	2002-03 REQ. BGT. \$'S	2002-03 REQ. POSIT.
1.	No. of Printing Impressions/Envelopes	QNTY	5,450,000	6,725,000	6,800,000	\$211,313	2.75
	Cost per Print Service Impression	Dollars	\$0.03	\$0.03	\$0.03		
2.	No. of Quick Copy Impressions	QNTY	8,460,000	7,950,000	7,550,000	\$489,671	2.55
	Cost per Quick Copy Impression	Dollars	\$0.05	\$0.06	\$0.06		
3.	No. of Pieces of US Mail Processed	QNTY	1,650,000	1,500,000	1,440,000	\$288,064	2.50
	Cost per Piece of US Mail Processed	Dollars	\$0.12	\$0.17	\$0.20		
4.	No. of Records Boxed and Stored	QNTY	7,200	6,800	6,600	\$53,527	1.20
	Cost per Records Box Stored	Dollars	\$6.84	\$8.57	\$8.11		

Recommended Expenditures

Recommended expenditures have increased over last year due to approved salary and benefit increases for cost-of-living and merit adjustments. Operating services and equipment categories have increased primarily due to full charging for County Administrative (A-87) Plan charges, increased utilities and administrative charges and replacement computer purchases. Increases are also recommended for information technology charges for assistance in operating and maintaining the new digital printing equipment. Decreases in equipment leasing costs and fixed assets partially offset these increased expenses.

Fixed Assets

Funding of \$17,400 is recommended for the purchase of one folding machine for document mailing and distribution.

Recommended Cost Transfers and Revenues

This budget charges departments for printing, copy and mail services, and receives revenue for the purchase of stocked supplies. Revenue estimates have increased, but are partially offset by an estimated decrease in department based copy service (convenience copy). Revenues are expected to cover most of the planned expenditures, however, a cancellation of reserves will be necessary to cover the equipment purchase and the net budget cost.

Departmental Concurrence or Appeal

The Director of Administrative Services concurs with the recommended budget.

Final Budget Changes from the Proposed Budget

Revenue for copy service was increased by \$23,448 to reflect updated estimates.

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2002-03

County Budget Form
Schedule 10

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

Approved
Adopted by
the Board
of Supervisors
2002-03
(6)

Operating Detail (1)	Actual 2000-01 (2)	Actual 2001-02 (3)	Department Request 2002-03 (4)	Recommended by C.E.O. 2002-03 (5)	Approved Adopted by the Board of Supervisors 2002-03 (6)
Operating Income					
8373 Quick Copy Revenue	407,049	420,067	407,710	407,710	431,158
8375 Printing Revenue	279,000	281,890	350,770	350,770	350,770
8376 Convenience Copier Revenue	555,108	486,500	531,610	531,610	531,610
8388 Mail Services	168,002	204,747	202,709	202,709	202,709
8774 Inventory Sales			270,000	277,000	277,000
Total Operating Income	1,409,159	1,393,204	1,762,799	1,769,799	1,793,247
Operating Expenses					
1001 Employee Paid Sick Leave	21				
1002 Salaries and Wages	335,400	364,730	392,556	392,556	392,556
1004 Accr Compensated Leave	(614)	(435)			
1005 Overtime & Call Back	488	173	773	773	773
1007 Comp for Absence-Illness		1,251			
1300 P.E.R.S.	22,226	24,367	35,053	35,053	35,053
1301 F.I.C.A.	25,563	27,890	30,090	30,090	30,090
1310 Employee Group Ins	37,243	41,279	57,370	57,370	57,370
1315 Workers Comp Insurance	19,529	21,286	42,598	42,598	42,598
2020 Clothes & Personal Supplies	335	867	700	700	700
2051 Communications - Telephone	11,790	13,393	10,730	10,730	10,730
2140 Gen Liability Ins	3,342	3,383	3,411	3,411	3,411
2290 Maintenance - Equipment	10,815	7,862	20,700	20,700	20,700
2310 Employee Benefits Systems	7,343	8,052	11,501	11,501	11,501
2405 Materials - Bldgs & Impr	19,952	19,090	13,500	13,500	13,500
2439 Membership/Dues	239	190	80	80	80
2481 PC Acquisition			13,600	13,600	13,600
2511 Printing	2,494	3,681	3,400	3,400	3,400
2522 Other Supplies	2,292	4,924	4,650	4,650	4,650
2523 Office Supplies & Exp	3,629	3,813	7,000	7,000	7,000
2524 Postage	2,929	4,059	4,600	4,600	4,600
2527 Prof Svcs A-87 Costs	69,800		114,115	114,115	114,115
2550 Administration	68,344	86,775	84,620	84,620	84,620
2555 Prof/Spec Svcs - Purchased	74,207	82,016	80,000	80,000	80,000
2556 Prof/Spec Svcs - County	13,931	5,318	36,385	36,385	36,385
2701 Publications & Legal Notices	243		300	300	300
2709 Rents & Leases - Computer S	4,939	4,965	5,355	5,355	5,355
2710 Rents & Leases - Equipment	437,279	451,768	443,350	443,350	443,350
2727 Rents & Leases - Bldgs & Impr	19,307	20,604	21,810	21,810	21,810
2809 Rents and Leases-PC	5,907	7,819	3,040	3,040	3,040
2840 Special Dept Expense	163,840	186,122	160,000	160,000	160,000
2844 Training	1,080	1,098	2,000	2,000	2,000
2920 Inventory Purchases	267,075	238,618	270,000	270,000	270,000
2930 Ending Inventory	(6,296)				
2931 Travel & Transportation	818	775	990	990	990
2941 County Vehicle Mileage	7,994	8,221	7,100	7,100	7,100
2965 Utilities	6,008	4,644	6,500	6,500	6,500
3551 Transfer Out A-87 Costs		132,083			
3701 Equipment Depreciation	17,728	16,100		24,000	24,000
3775 Operating Transfer Out			15,000	15,000	15,000
Total Operating Expenses	1,657,220	1,796,781	1,902,877	1,926,877	1,926,877
Net Operating Income (Loss)	(248,061)	(403,577)	(140,078)	(157,078)	(133,630)
Non-Operating Revenue (Expense)					
3775 Operating Transfer Out	(10,000)	(15,247)			
6950 Interest	39,911	31,852	34,054	34,054	34,054
8752 Gain/Loss on F/A Disposal		(8,617)			
8762 State Compensation Insurance R		193			
8764 Miscellaneous Revenues	10,530	12,103	11,889	11,889	11,889
8774 Inventory Sales	276,596	305,003			
Total Non-Operating Revenue (Expense)	317,037	325,287	45,943	45,943	45,943

Fund: 250		County Services Fund				
Subfund: 305		Central Services				
Budget Unit: 6380		Central Services				
Operating Detail (1)		Actual 2000-01 (2)	Actual 2001-02 (3)	Department Request 2002-03 (4)	Recommended by C.E.O. 2002-03 (5)	Approved Adopted by the Board of Supervisors 2002-03 (6)
Net Income (Loss)		68,976	(78,290)	(94,135)	(111,135)	(87,687)
Fixed Assets						
4451	Equipment	26,190	75,868	17,400	17,400	17,400
Total Fixed Assets		26,190	75,868	17,400	17,400	17,400